

## WIOA POLICY

**DATE ISSUED:** January 24, 2018

**TO:** Workforce Solutions WIOA Adult and Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** Career Pathway Bridge (CPB) for Youth (14-24) and Adult Participants

**PURPOSE:** The recently developed Career Pathway Bridge (CPB) and the Career Pathway Bridge Mapping Tool (MT) are tools to be used by participants without a clearly identified career goal, or for those participants that have a career goal but are uncertain about the steps they will need to take to accomplish that goal.

These tools can and should interact with any other assessment or career pathway planning tools. The CPB helps the participant see and describe where they are “at” in areas of career pathway, credentials, education, and experience.

The MT illustrates career pathway navigation options for the participant’s consideration. There is an adult version (for participants 25 years old or older) and a youth version (for participants 14 through 24 years of age) of the CPB and the MT.

Many of the participants we serve are non-traditional students so part of the purpose of the CPB and MT is to recognize and validate an accumulation of small steps they may have already taken. This tool can be used in conjunction with multiple exploratory websites, tools, and/or resources you may already be using. The CPB is an optional tool, not a required assessment or required form for all participants. Its use is best triggered by the participant’s expression of interest in career planning, education, and/or training.

**BACKGROUND:** In high schools and community colleges, counseling resources to assist a student to learn about and make sound career choices are limited. Students end up making career/employment/education choices on their own, at times resulting in unproductive debt and low college completion rates for these students. Part of the role of employment counseling is to help individuals understand more of the variables to consider when pursuing a career goal.

Participants who will benefit from these tools and process:

- A first-generation college student;
- A participant contemplating investing money (own, WIOA, loan, etc.) into education;
- A participant engaged in a work experience program;
- A participant whose career path is multiple steps from where they presently are (ie. Participant without GED whose career goal is to be a veterinarian);
- A participant who may be at high risk of not completing due to external factors occurring in the participant's life at the time;
- A participant who is a visual learner;
- A participant who is pursuing a complex career path;
- A participant with no discerned career pathway or is currently under-employed.

**PROCEDURES:**

1. This tool is to be used with a participant you consider would benefit from this step (meeting the criteria listed above). These tools are not required assessments or required forms for all participants.
2. The CPB and MT are to be completed when a necessity arises to sort out career pathway information or education options. The CPB and MT begin with where the participant is and identifies a long-term goal.
3. Before undertaking the completion of the CPB and/or the MT, explain the purpose of these tools to the participant.
4. Discuss with the participant each column of the CPB before transferring the information to the MT.
5. The MT provides a space to show the participant's career history, educational past, and desired future. Assist the participant to add to and consider each information box. Help the participant recognize opportunities and options made evident through the MT.
6. Encourage the participant's use of other Labor Market Information tools and websites in identification of the possible and necessary short-term steps that need to be taken to achieve the long-term goal. Encourage the use of knowledge of the tools at [www.MyNextMove.org](http://www.MyNextMove.org). This interactive site teaches job seekers and students about career options and there is an interest profiler that personalizes career suggestions based on interest and work experience.
7. Provide the participant with copies of the CPB and MT, when completed. Place copies in the case file.
8. Make reference to the CPB and MT in all Plans created with the participant.
9. Discuss action steps and evolving achievement and revision of CPB and/or MT at subsequent meetings with the participant.



10. Write a detailed case note telling the story of the meeting, including explaining areas of the CPB discussed with the participant.

11. Choose "Counseling and Guidance" in the Workforce One case note type box. Add "CPB" in the subject line of the case note.

**EFFECTIVE DATE:** January 24, 2018

**CONTACT PERSON:** Agency Planner